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ALL GOOD THINGS CLOSE TO HOME

# Solar System Permit Requirements

The City of Oak Forest supports our residences and businesses in the pursuit of clean power. The below information will guide residents to the most efficient way to complete the permitting and approval process.

**To Apply for a Permit**

1. Complete and submit the express building permit application form.
2. Submit plans for the system including a proposed roof plan indicating the location of structure(s), modules, inverters, combiner boxes, disconnects, utility disconnect and meter service panel board.
3. Submit analysis by an Illinois licensed engineer confirming structural compliance (roof must be capable of supporting the weight of the proposed system)
4. Provide copies of the equipment cut sheets and manufacturer's specifications.
5. Submit copy of the signed contract between the homeowner and the solar panel company including lease terms/ monthly payments.
6. **If you are emailing (permits@oak-forest.org) the submittal and your attachment totals more than 5 MB, please contact us for a link to upload your files to**
7. Call the Building Department directly with any questions at 708.444.4819
8. All contractors must be registered with the City of Oak Forest.

**Solar Panel Standards to Keep in Mind**

1. The structural integrity of the solar panel system needs to meet the following criteria:
   a. The array is mounted on a code-compliant structure.
   b. An engineered system designed by a structural engineer is used to attach the array.
2. The electrical design of the system is submitted using a standard electrical diagram and the following criteria:
   a. All products are listed and labeled for the application.
   b. The array is composed of 4 strings or less.
   c. The inverter output is 13.44 kW or less (maximum size for 70 amp breaker) and is connected to the load side of the service disconnect.
3. Access pathways shall be indicated per code requirements to allow for support of the Fire Department accessing the roof; the pathways shall be located in areas with minimum obstructions:

   ***Residential Group R-3 (permanent residential occupants) and Single Family Homes:*** *Not fewer than two 36" wide pathways on separate roof planes, from lowest roof edge to*

*ridge; not fewer than one pathway shall be on the street or driveway side of the roof. For each roof plane with an array, not fewer than one 36" wide pathway shall be provided on the same roof plane as the array, on an adjacent roof plane, or straddling the same and adjacent roof planes. 2018 IFC 1204.2.1; 2018 IRC R324.6.1*

*For arrays occupying 33% or less of the plan view total roof area, a setback of not less than 18" wide is required on both sides of a horizontal ridge (greater than 33% requires 36" wide on both sides). Alternatives exist for sprinkled structures.*

***Commercial projects other than Residential Group R-3:*** *6-foot-wide clear perimeter around edges of roof (4 feet when 250 feet or less); interior pathways of not less than 4 feet every 150 feet or less; 4' wide around roof hatches and to roof edge or parapet. 2018 IFC 1204.3*

*Note: For commercial properties, where equipment requiring access is located on the roof such that persons will have to climb higher than 16 feet, an interior or exterior means of access shall be provided (no portable ladders above 16 feet). 2018 IMC 306.5*

**Permit Fees**

Building permit fees will be as follows for residential properties:

1. New electric service panel – $135
2. Final building/electrical inspection – 1% of construction valuation
3. Plan review – $60 minimum
4. Failed Inspections - $60 per inspection
5. Expired Permit Extensions - $60 per month after expiration

**Inspection Requirements**

An inspection is required once the solar panel system has been completely installed. The inspector will be confirming the following items at a minimum:

1. A nameplate indicating the manufacturer, phase, voltage, frequency, and required electrical specifications.
2. A testing laboratory label indicating the unit has been tested and approved by a qualified NRTLB.
3. No EMT conduit is allowed in exterior conditions or subject to any moisture per local City code. IMC or heavy wall is required in those instances.
4. The inspector will verify the unit has been installed in compliance with the manufacturer's instructions. The inspector may have to enter the home to inspect the electric panel; therefore, the homeowner shall be present at time of inspection along with the contractor.
5. Approved plans shall be on-site at all times.
6. Inspections can be scheduled within 24 to 48 hours.

## A FINAL INSPECTION IS REQUIRED ON ALL SOLAR PERMITS AND THE CONTRACTOR MUST BE PRESENT.